

**CHANGE**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 10


12/19/90

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 2, Basic Regional Organization.
2. EXPLANATION OF CHANGES. This change:
  - a. Contains a recommended organizational structure and standard functions for an Accounts Payable Branch in the Accounting Division or an Accounts Payable Section in the Accounting Branch.
  - b. Authorizes deviations in the structure and function of the branch or section. The structure and functions should be adopted by each region; however, deviations are permitted and will be documented in the appropriate regional chapter. The regional administrator retains the authority to document this function as necessary to meet regional requirements.
  - c. Deletes the Central Region responsibility for providing payroll services. These services are now provided by the Southern Region for the Central Region and by the Aeronautical Center for the Great Lakes Region.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

## PAGE CONTROL CHART

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Associate Administrator for Administration



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## CHAPTER 2. BASIC REGIONAL ORGANIZATION

## SECTION 1. GENERAL

200. MISSIONS AND FUNCTIONS. Each region executes the programs of the Federal Aviation Administration, including assigned international operations as they apply within the region, to provide for safe and expeditious movement of aircraft, ensure safety, and promote aviation in the United States and abroad. (See Appendix 2, Regional Office Locations and Geographical Areas of Responsibility, for regional boundaries.)

201. STRUCTURE. Figure 2-1, Basic Regional Organization, contains the organizational structure intended for application without change through the division and staff level. A regional organization chart to the branch level, including titles and routing symbols, will be published in each regional chapter.

202. EXCEPTIONS TO THE BASIC STRUCTURE.

a. Regional administrators may approve changes below the staff and division level for those elements reporting directly to the regional administrator without prior Washington headquarters approval or coordination. Regional administrators may combine branches, establish additional branches, and transfer functions between branches.

b. Regional administrators shall request approval for changes of functional responsibility at the staff and division level by the Associate Administrator for Administration for those elements reporting directly to a regional administrator. Each staff and division modification shall be published in the appropriate regional chapter in this order.

(1) This chapter contains a recommended branch structure and standard functions for the regional Logistics Division. Each region is encouraged to conform to the recommended structures. Deviations will be documented in the appropriate regional chapter.

\* (2) This chapter contains a recommended organizational structure for the accounts payable function in the regions. Regions, including those where the accounting function is located in a division other than the Accounting Division, are encouraged to conform to the recommended structure. Regional administrators retain the authority to document this function as necessary to meet regional requirements. \*

c. Regional division and staff managers under Washington headquarters control shall submit division and staff changes to the parent organization in Washington headquarters for coordination and publication in Order 1100.5C. The Associate Administrator for Administration approves changes after coordination.

d. An International Aviation Officer may be established as a staff officer responsible for advising and assisting the regional administrator and members of the regional administrator's staff, including field offices engaged in international activities, regarding United States international policy and the political and other attributes, conditions, and customs affecting international activities of the agency.

e. The regional aviation safety staff located in each region is composed of headquarters positions under the executive direction of the Assistant Administrator for Aviation Safety.

f. Special functions, authority, and responsibility not specifically assigned elsewhere in this chapter may be vested by each regional administrator in such office or organizational element as deemed appropriate. These shall be shown in the supplementary organizational directives of the regions.

g. Regional administrators may physically place elements of the regional divisions at locations other than the regional headquarters if, in their judgment, this is necessary and can be accomplished within available positions and dollar ceilings. Prior coordination is required for divisions under the operational purview of the Washington headquarters.

h. Approved exceptions to the basic regional organization shall be documented in the appropriate regional chapter of this order.

i. The Director of Management Systems may issue changes to the basic regional organization in the appropriate regional chapter which are within authority of the regional administrator.

#### 203. AIRCRAFT CERTIFICATION DIRECTORATES.

a. The field elements of the Aircraft Certification Service are organized under four "directorates" rather than the standard structures in each region. Each directorate is located at the regional office of a "host region" and is managed by a Directorate Manager who reports to the Director, Aircraft Certification Service. The geographical boundaries of the directorate exceed the geographical boundaries of the host region. The directorate host regions are the New England, Central, Southwest, and Northwest Mountain Regions.

b. In addition to the typical field program implementation responsibilities, each directorate has an assigned area of national policy formulation and standardization responsibilities, and special delegations are made to the Directorate Managers of a kind more typically assigned to the Washington headquarters elements in other programs.

c. The national policy formulation and standardization responsibilities, directorate geographical boundaries, special relationships, and special delegations to the Directorate Managers are provided in Order 1100.2C.

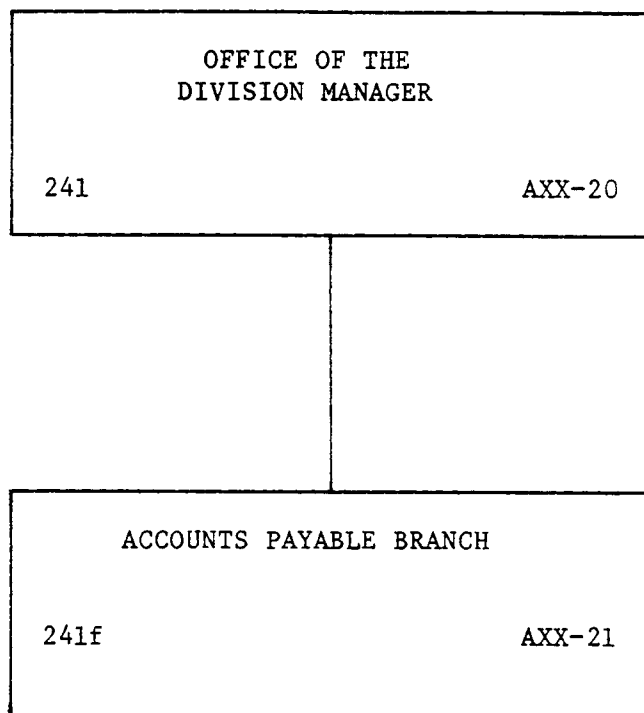
#### 204.-209. RESERVED.

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STANDARD ACCOUNTING DIVISION

Figure 2-5. STANDARD ACCOUNTING DIVISION





241. ACCOUNTING DIVISION.

a. Mission. The Accounting Division provides accounting services, maintains accounting controls, and furnishes financial data, reports, analyses, and advice to regional management.

\* b. Structure. The organizational structure of the standard accounting division is shown in figure 2-5. \*

c. Functions. The Accounting Division:

(1) Participates in the development of the agency accounting and financial reporting system.

(2) Installs and maintains the agency accounting system, as applicable to the region and to the client regions listed in paragraph 241e, to provide effective services and accounting control relating to funds, property, and other assets, liabilities, costs, and revenues of the region. Within the design and specification of the agency system, provides for amplification to meet special regional needs.

(3) Operates the regional accounting and financial reporting systems, interpreting agency accounting and travel policies and regulations, determining entitlement to payment by, and indebtedness to, the United States (including the examination and certification of vouchers and payrolls), providing accounting services, maintaining controls, and producing timely financial reports and related information to meet agency requirements and regional requirements at all levels.

(4) Analyzes and presents accounting data to regional officials for management attention. Provides historical financial information for all official regional purposes.

(5) Provides, as a part of emergency operations, emergency accounting support capability to the client regions.

(6) Advises on proposed contracts, agreements, and other proposals to ensure adequate recognition of requirements for FAA accounting needs and proper flow of financial documents, including those reflecting custodianship of Government property.

d. Special Delegation. Reserved.

e. Special Relations.

(1) Basic responsibility for accounting functions in the regions is assigned to the Alaskan, Central, Eastern, Southern, Southwest, and Western-Pacific Regions. The geographic areas of responsibility for these services are:

- (a) Alaskan Region - Alaskan Region.
- (b) Central Region - Central and Great Lakes Regions.
- (c) Eastern Region - Eastern and New England Regions.
- (d) Southern Region - Southern Region.
- (e) Southwest Region - Southwest Region.
- (f) Western-Pacific Region - Western-Pacific and Northwest Mountain Regions.

\* (2) The Aeronautical Center provides payroll services for the Alaskan, Eastern, Great Lakes, New England, Northwest Mountain, and Western-Pacific Regions.

(3) The Southern Region provides payroll services for the Washington headquarters, FAA Technical Center, and the Central and Southwest Regions.

(4) The accounting liaison function will be performed by the Budget Division or the division assigned the budget function in those regional not having an Accounting Division.

\* f. Subordinate Organization. The Accounts Payable Branch in the Accounting Division (or accounts payable function where region does not have an Accounting Division) performs the accounting payment initiation function including the activities of voucher examination; collection of overpayments made which do not require establishing an accounts receivable; recovery of erroneous disbursements from accounts that are directly related to, and are reductions of, previously recorded payments which do not require establishing an accounts receivable; and the entry of the related accounting data into the agency accounting system.

(1) Accounting payments include but are not limited to payments for services, supplies, and materials commonly required to support FAA's programs (e.g., travel expenses, purchases, contracts, utilities, and rentals), grant payments, loan guarantee payments, and intergovernmental charges.

(2) Types of accounting payments include check disbursements initiated through the agency accounting system cash disbursements module, electronic funds transfer payments initiated through the Department of the Treasury Financial Communications System, and requests for payments made directly to a Department of the Treasury Regional Disbursing Office. \*